


Department of Early Learning

Policy Title:	10.2.7 Civil Penalties		
Procedure:	See attached		
References:	RCW 43.215.300; WAC 170-151-092, 093, 094, 095, 096, 097, 170-295-0110, 0120, 0130; WAC 170-296-0360, 0390, 0400, 0410, 0420, 0430		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	5/1/11	Review Date:	5/1/12
Reviewed:	<input checked="" type="checkbox"/> ASAMs <input checked="" type="checkbox"/> SAMs <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approval:			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

To clarify and standardize the process of imposing civil penalties (fines) upon a licensee or unlicensed provider for violating applicable minimum licensing requirements and/or operating an unlicensed child care facility.

Policy

- I. DEL personnel will adhere to all components of the attached Civil Penalty Procedure.
- II. Professionally, accurately and in a timely manner thoroughly prepare for the notice of, and the imposition of a fine on a child care facility, either licensed or unlicensed as outlined in the attached Civil Penalty Procedure.
- III. Respectfully communicate with the child care licensee, unlicensed provider and facility staff, providing accurate information about the civil penalty procedure and the child care provider’s responsibilities.

Attachments

Civil Penalty Procedure

10.10.15 Notice of Imposition of Civil Penalties on Licensed Child Care

10.10.16 Notice of Imposition of Civil Penalties on Unlicensed Child Care